



Job Description

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| Date: | August 2021 |
| Job Title: | Data Forensic Investigators |
| Post Number: | |
| Division/Department/Section: | Regional Collaboration. |
| Line Manager: | Regional Data forensic Manager |

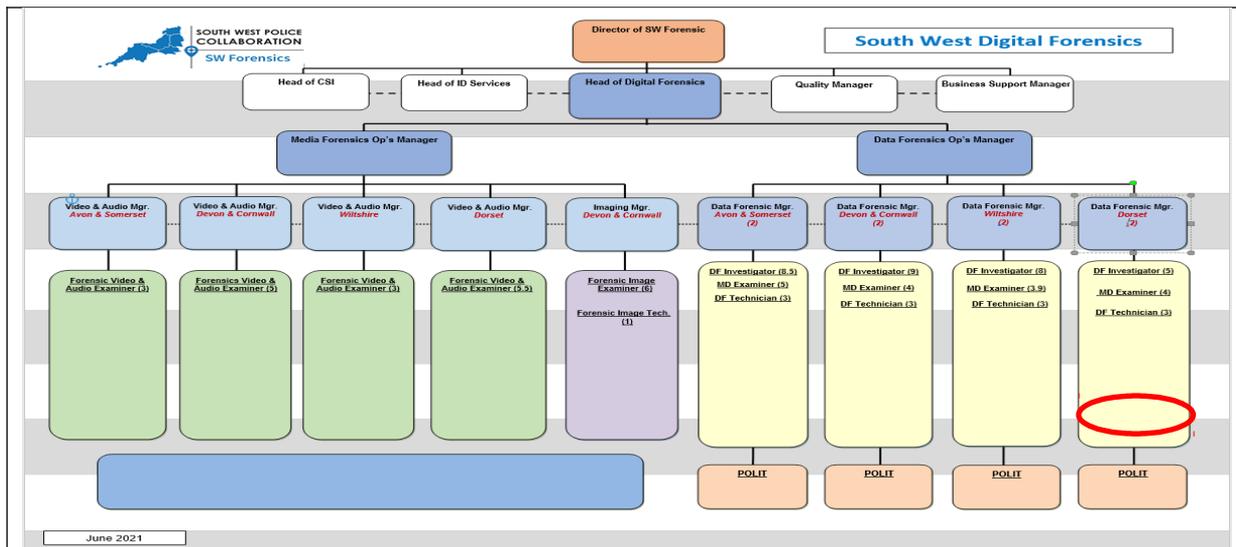
1. PURPOSE

To provide SW Regional Forces with an evidential Data Investigation capability.
To take responsibility for the management of the technical investigation including securing and retrieving data from seized computer systems, including configuration of operating systems and applications, attending searches where necessary, producing technical documentation in relation to data retrieved from computers and media.

Presenting evidence in court as required and providing advice to police officers on forensic computer analysis, in order to assist in the investigation of Hi-Tech crime in its entirety and gathering of evidence to support a criminal prosecution.

The majority of the examinations will be undertaken at the request of the Investigating Officer to provide intelligence and evidence to identify and prosecute offenders and identify witness/victims. A vital part of the role is the integrity and continuity of evidence with subsequent presentation at judicial proceedings.

2. POSITION IN THE ORGANISATION



People who work directly for this post

None

3. MAIN RESPONSIBILITIES

| What is the post responsible for? (INPUT) | With what results? (OUTPUT) |
|---|---|
| <p>Working in an ISO 17025 Accredited environment (International Organisation for Standards), be responsible for the writing of mobile and computer device examination procedures to meet the ISO 17025 / <i>Forensic Science Regulator Codes of Practice</i> and Conduct standards. Complete testing and validation for new Mobile and computer Forensic techniques and present verifiable evidential reports to the unit manager.</p> | <p>To ensure the department is operating to internationally recognized standards of quality management. Promoting Quality Management Systems, Business Excellence, Best Value, and Value for Money and Benchmarking with evidence. Provides compliance with ISO 17025 accreditation. To maintain accreditation of the unit and organisation whilst complying with <i>Forensic Science Regulator Codes of Practice</i> and Conduct standards</p> |
| <p>Recover and interpret deleted data from a raw image/hexadecimal dump, using technical skills in programming write scripts for the recovery of all potential data. Use reverse engineering and Flashing techniques to recover additional forensically sound data. Present findings in an appropriate format including hexadecimal analysis.</p> | <p>To locate, enhance and maximise the recovery of digital evidence through advanced methods. Provides the organisation with advanced technical capability and ability to capture as much data as possible.</p> |
| <p>To handle, disseminate and maintain personal, sensitive and classified material in line with current regional policy, European Convention of Human Rights and GDPR. Ensure that any data sent externally is encrypted to the correct grade. Continuously develop and maintain up to date</p> | <p>To maintain integrity of sensitive and classified information in compliance with statutory and procedural obligations. Ensures correct procedures and legislation are applied and followed. Promotes organisational and public confidence in local and Regional Data Forensics capability and protects the reputation</p> |

| 3. MAIN RESPONSIBILITIES | |
|---|--|
| What is the post responsible for? (INPUT) | With what results? (OUTPUT) |
| Knowledge of legislation in relation to The European Convention on Human Rights, Management of Police Information and the General Data Protection Regulation (GDPR). To assist within the Data Forensics Unit with any such breaches in order to comply with the Information Commissioners Office. | of the organisation/region. |
| Conduct other associated technical and administrative tasks that are considered appropriate given the rapid changes in technology and the amendment of practices to take these into account thus assisting in the criminal justice process. | To ensure operational efficiency of the service. |
| Process recovered data into a form suitable for investigators to examine for evidential content, which can be readily understood and evaluated by third parties and/or independent experts or authorised persons. Attend court if required to give evidence on results of the examinations undertaken and the processes involved. Present evidence in court, in a professional and technically competent manner. Attend pre-trial conferences with prosecution counsel and present briefings and guidance on the technical aspects of forensic evidence and the processes involved. | To assist in the presentation and understanding of recovered data. |
| Liaise on a regular basis with colleagues in other Law Enforcement Agencies and other forensic practitioners in order to share and learn best practice. Develop and maintain specialised and up to date technical knowledge of both general and forensic procedures, keeping abreast of developments within the digital forensics industry in order to secure the success of future investigations and to further develop the Data Investigations. | For continual personal and professional development. |
| Assist in the management and maintenance of the unit's forensic equipment including licensing and maintenance issues. | For continual personal and professional development and to ensure operational efficiency of the service. |
| Work unsupervised to Investigate and interrogate mobile and computer devices for relevant evidence, recording all processes contemporaneously in written format and photography. Using specialist technical, | To maximise forensic recovery of intelligence/evidence opportunities ensuring the integrity of the evidence. To provide expert knowledge so that evidence is not compromised, and correct procedure is |

| 3. MAIN RESPONSIBILITIES | |
|---|--|
| What is the post responsible for? (INPUT) | With what results? (OUTPUT) |
| forensic, and analytical skills to investigate the provenance of the recovered data. Scrutinise the programs/applications from the device and report on how they interact /associate with the devices data, storage and the user's activity/interaction use interpreting this into key technical evidence. | complied with. |
| Build, maintain and develop all aspects of computer systems used in investigation, maintaining specialist knowledge of development of computers and software | To understand and report on the configuration and explanation of evidence recovered to the OIC and judicial process. |
| Be the subject matter expert for Mobile phone and Computer forensics and assist with all levels of investigation including Major Incident investigations. Provide operational support to officers and staff throughout the organisation, providing specialist advice, knowledge and expert opinion, attending search warrants to seize property utilising designated powers and conducting specialist on-site investigations. | To maximise forensic recovery of intelligence/evidence opportunities. To provide expert knowledge so that evidence is not compromised, and correct procedure is complied with. |
| Be responsible for the delivery and preparation of training presentations to units across the organisation including SIOs, in all aspects of mobile device and computer examination and investigations. Be responsible for the delivery of training to new starters in the Data Forensics Unit. | To ensure and assist in the identification of best practice, process and procedures through the organisation and region by sharing of knowledge and experience. |
| Conduct specialist on-site investigation, Provide specialist expert opinion and interpretations. Examine recovered evidence and perform specialist technical or manual tasks | To maximise forensic recovery of intelligence/evidence opportunities |
| Attend industry recognised courses in Mobile and Computer Forensics, passing related exams to ensure ongoing competency and ongoing personal development. Maintain skills and expertise whilst keeping abreast of changes within Data Forensics. Maintain and develop up to date Knowledge of legislation in relation to Digital Forensics, including Regulation of Investigatory Powers Act, Computer Misuse Act, ACPO Guidelines for Computer Based Evidence and The Forensic Regulators Code of Conduct. | To ensure knowledge and skills are kept fully up-to-date and to demonstrate ongoing competency in a specialist field. Ensures correct procedures and legislation are applied and followed. Promotes organisational and public confidence in local and Regional Data Forensics capability and protects the reputation of the organisation/region. |
| This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time | Completion of duties to meet the needs of the Police Service. |

| 3. MAIN RESPONSIBILITIES | |
|---|--|
| What is the post responsible for? (INPUT) | With what results? (OUTPUT) |
| that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues. | |
| 4. CONTACTS | |
| Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work. | |
| 1. | Police Officers including Senior Investigating Officers (SIOs) and members of Police Staff concerning submission and examination of mobile phones. |
| 2. | Other Law Enforcement Agencies concerning procedures, intelligence and advice. |
| 3. | Members of the public, including course trainers, national advisors (e.g. NSLEC) and software company representatives. |
| 4. | Crown Prosecution Service (CPS), Defence and Prosecuting counsel concerning current cases, including specialist advice and knowledge. |
| 5. | Senior Management / Command team regarding Force wide / national issues and strategies of a Hi-Tech/digital nature, including matters impacting on long term planning. |
| 5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION | |
| Any special arrangements surrounding the job eg 24 hr responsibility, on-call time, and weekend work in this section. | |
| Flexible approach in response to urgent regional operational demand | |
| 6. HEALTH & SAFETY TRAINING | |
| Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? [Manager should read appropriate Risk Assessments and identify training required, eg, manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc] | |
| You are advised to read the Force's Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities. | |
| 7. HEALTH MONITORING | |
| Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer? | |

Staff within Data Forensics Unit have been and will continue to be subject to Health Monitoring reviews.

In addition to risks through failure of normal forensic precautions (items submitted containing blood, etc..) articles subject to forensic examination are frequently seized from users / an environment which may be heavily infested with harmful bacteria and microbes. This can potentially lead to serious illnesses including pneumonia, meningitis etc.

This particular role is therefore subject to ongoing generic risk assessments.

8. VETTING

Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below eg 'this post is subject to vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.

This post is subject to MV vetting. Vetting clearance will need to be obtained prior to appointment of a candidate.

9. TERMS OF APPOINTMENT

The commencing salary will be within Scale G. Refer to Dorset Police Staff pay scales for salary range.

The Force Values together with the National Code of Ethics are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.

10. PERSON SPECIFICATION

Essential Criteria

Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.

| Criteria to be measured | Competencies Required |
|-------------------------|---|
| Criteria A | Educated to degree level in computing science with relevant workplace experience and/or Possess extensive investigatory experience, knowledge of Computer based evidence gathering and computer investigation, technical knowledge of dismantling and re-assembly of computer systems, knowledge of file systems and architecture |
| Criteria B | Hold a full UK driving licence – or be able to have suitable personal arrangements to be transported to various locations to undertake role as and when required. |
| Criteria C | Experience in a range of Operating Systems including DOS, Microsoft, Macintosh, Linux and BIOS & CMOS. |

| 10. PERSON SPECIFICATION | |
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| <u>Essential Criteria</u> | |
| Criteria D | Knowledge of legislation in relation to Hi-Tech Crime including RIPA, Computer Misuse Act, Criminal Justice Act, Data Protection Act and ACPO Guidelines for Computer Based Evidence. |
| Criteria E | Proven ability of communicating ideas and information where the subject can be complex and technical, both verbally and in writing in a style that is appropriate to the situation and people being addressed. |
| Criteria F | Ability to use information methodically to identify and analyse problems and draw logical conclusions. |
| Criteria G | Ability to display tenacity in investigative work and make good decisions |
| Criteria H | The ability to work in stressful situations (including viewing offensive and distressing pornographic and child abuse images) |
| Criteria I | Ability to retrieve, record, prepare and present evidence to a Court. |
| <u>Desirable Criteria (if applicable)</u> | |
| Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post. | |
| Criteria to be measured | Competencies Required |
| Criteria J | Experience of having given evidence at court on a frequent basis, particularly regarding complex cases at Crown Court. |
| Criteria K | Possess a good knowledge and understanding of ACPO guidelines in relation to seizure of exhibits, scene management and recovery of data from mobile phones and computers. |
| Criteria L | Knowledge of Police and Criminal Evidence Act 1984 |
| Criteria M | Investigative experience, knowledge of statutes, police powers and definitions of criminal offences |